

DISA ACQUISITION REGULATION SUPPLEMENT (DARS)

**PART 5  
PUBLICIZING CONTRACT ACTIONS**

*Revised 21 October 1999 DISA AC 97-09*

**5.2-SYNOPSIS OF PROPOSED CONTRACT ACTIONS**

**5.207 Preparation and transmittal of synopses.**

(a)(S-90) Internet transmission. All synopses transmitted via the internet shall be forwarded to the appropriate DITCO contracting office (see DARS Part 2).

**SUBPART 5.3-SYNOPSIS OF CONTRACT AWARDS**

**5.303 Announcement of contract awards.**

(a)(D)(S-90) The Congressional and Press Notification Report shall be prepared as follows:

(1) The contracting officer shall prepare the report and, if assigned, coordinate with the HCA and SSA (if other than the contracting officer). Electronic submission is encouraged but if the report contains source sensitive information it must be protected and marked in accordance with FAR 3.104/DARS 3.14. Also, see DISAI 630-230-30 for e-mail security practices for transmission of sensitive unclassified information.

(2) Required format.

- Type the required information in a brief paragraph(s).
- Left margin: 10 spaces.
- Indent 5 spaces at the beginning of each paragraph.
- Use courier new.
- Use the following heading (center, capitalize and underline): DEFENSE INFORMATION SYSTEMS AGENCY.
- Type the following Report Control Symbol (RCS) two lines below the heading (do not center): RCS DD-LA-(AR)1279.
- Start text two lines below the RCS.
- Do not use any abbreviations or acronyms.

(3) In addition to the information listed in DFARS 205-303(a)(D), provide the following:

(i) Obligated amount upon contract award. Not applicable if the amount being obligated is the total amount of the new contract awarded or the total of face value increase.

(ii) Sole source or competitive.

(iv) Don't include "**on or about**" dates in the report. If dates are included, the dates must be definite (e.g., effective date of contract).

DISA ACQUISITION REGULATION SUPPLEMENT (DARS)

(4) Submit the report concurrently to the PAO and to the DISA General Counsel. A copy of page 1 of the contract award document (e.g., Standard Forms 26, 33, 1449, OF 307 or any other award document used in accordance with the FAR (e.g., FAR 15.504)) must accompany the report to avoid delay of award announcement.

(5) To allow sufficient time for notification, the PAO and DISA General Counsel shall be furnished the report 2 workdays before the proposed award date. The PAO shall notify the Office of the Assistant Secretary of Defense (Public Affairs) and DISA General Counsel shall notify Congress.

(6) All Agency correspondence to Congress shall be coordinated with DISA Congressional Affairs. The DISA General Counsel shall coordinate reports of contract award with DISA Congressional Affairs before release to Congress to the extent possible.

(7) In accordance with FAR 4.803, the contracting officer shall include a copy of the Congressional and Press Notification Report in the contract file.

(S-91) In addition to the requirement at DARS 5.303(a)(D)(S-90), Senior Procurement Executive (SPE) notification of contract awards shall be prepared for all contractual actions, including modifications, that have a face value, excluding unexercised options, greater than ~~\$5M~~**\$1M**. This requirement applies to all DISA funded/managed acquisitions whether the contract is awarded by a DISA contracting office or by other agencies and funded or managed by DISA.

(1) Electronic submission is encouraged but if the notice contains source sensitive information it must be protected and marked in accordance with FAR 3.104/DARS 3.14. Also, see DISAI 630-230-30 for e-mail security practices for transmission of sensitive unclassified information.

(2) *Contracts awarded through any of DISA's contracting offices (see DARS Part 2).*

The contracting officer can satisfy the SPE notification requirement by sending a copy of the report required under DARS 5.303(a)(D)(S-90) to the SPE.

(3) *Contracts awarded by another agency but DISA funded/managed (MIPRs/ROs):*

The program manager (PM)/acquisition manager (AM) shall notify the SPE, coordinated through the DISA SSA (if one has been designated) using the guidance under subparagraph (7) below. In addition, the PM/AM must advise the contracting office (contracting officer) of the date of the SPE notification so that release is made in accordance with paragraphs (4 & 5) below.

(4) SPE notification will be submitted in enough time to allow the SPE 1 workday for review prior to award. Award can be made 1 workday **after the date** the notice is submitted to the SPE, but no sooner than 1 workday unless otherwise authorized.

DISA ACQUISITION REGULATION SUPPLEMENT (DARS)

(5) Authorization to proceed **before** the time set forth above requires approval by the SPE, coordinated through the SSA (if applicable, see DARS (a)(D)(S-91)(2) above) based on adequate justification.

(6) **Concurrent** with the SPE notification, the contracting officer or PM/AM, as appropriate, shall also prepare and submit a memorandum for Senior Civilian Official (see subparagraph (7) below for guidance).

(7) Formats for SPE notification (e.g., Interoffice Memorandum) and Memorandum for Senior Civilian Official (e.g., MEMORANDUM FOR...) must comply with DISA's Action Officers Guide at <https://datahouse.disa.mil/cos/aog/htmlfiles/home.html>. Regardless of format used, the following applies:

(i) Subject: Contract Award Notification

(ii) Markings: Center, Top/Bottom: SOURCE  
SENSITIVE INFORMATION--FAR 3.104

(iii) Required text:

- This is to notify you that \_\_\_\_\_(insert awardee's name/address), a \_\_\_\_\_(large/small) business is being awarded a \_\_\_\_\_(insert type) contract for \_\_\_\_\_(description of supplies/services, under whose sponsorship, and who benefits). Effective date of contract is \_\_\_\_\_.
- The estimated life cycle value of the contract is \$\_\_\_\_\_, with \$\_\_\_\_\_obligated concurrently with contract award.
- Competitive procedures were the basis for award with \_\_\_\_\_contractors solicited and \_\_\_\_\_offers received.

OR

- Other than full and open competition was the basis for award. State the reason for not using full and open competition.

➤ **AWARDED BY A DISA CONTRACTING OFFICE:**

The contracting officer is \_\_\_\_\_(include name, telephone number and e-mail address).

OR

➤ **FOR CONTRACTS AWARDED BY OTHER AGENCIES BUT DISA FUNDED/MANAGED:**

The program manager or acquisition manager is \_\_\_\_\_(include name, telephone number and e-mail address).